


September 2017

Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7	1
 <i>Office closed for Labor Day</i>	<u>Occupational Skills</u> 9:00–11:00 <u>MS Office (Word)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>MBTI</u> 2:00–4:30	<u>LinkedIn: Level 1</u> 9:00–11:30 <u>ABE/ESOL/HiSET Information</u> (by appt. only) <u>Career Center Seminar</u> 2:00–4:00	<u>Résumé Writing</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Interviewing Practice</u> * 1:30–3:00 <u>Career Center Seminar</u> 2:00–4:00	8
11	12	13	14	15
<u>Jump-Start That Job Search</u> 10:00–4:00 <u>Career Center Seminar</u> 11:30–1:30	<u>Speaking Up—Speaking Well</u> 9:30–12:00 <u>MS Office (Excel)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>Salary Negotiation</u> 2:00–4:30	<u>Résumé Clinic</u> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appt. only) <u>Career Center Seminar</u> 2:00–4:00	<u>Interviewing Skills</u> 9:00–11:30 <u>Get Your Motor Runnin'</u> 9:30–12:30 <u>Mass Rehab</u> (by appt. only) <u>Career Center Seminar</u> 2:00–4:00	

If you cannot attend a workshop you are registered for, please call us at 978-825-7200 so we can make room for another participant. Thank you!

* Compact session, held at the Peabody Access Point (Peabody Institute Library, 82 Main St., Peabody).

Monday	Tuesday	Wednesday	Thursday	Friday
18	19	20	21	22
<u>Career Center Seminar</u> 11:30–1:30	<u>Coping with Job Loss and Managing Your Time</u> 9:00–11:00 <u>MS Office (Outlook)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>Résumé Writing</u> 2:00–4:30	<u>LinkedIn: Level 2</u> 9:00–11:30 <u>Using Age to Your Advantage</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appt. only) <u>Career Center Seminar</u> 2:00–4:00	<u>Mass Rehab</u> (by appt. only) <u>How to Work Your Network *</u> 1:30–3:00 <u>Career Center Seminar</u> 2:00–4:00	
25	26	27	28	29
<u>Career Center Seminar</u> 11:30–1:30	<u>Occupational Interests</u> 9:00–11:00 <u>MS Office (PowerPoint)</u> 10:00–12:00 <u>Career Center Seminar</u> 11:30–1:30 <u>Résumé Writing</u> 2:00–4:30	<u>LinkedIn: Level 1</u> 9:00–11:30 <u>Résumé Writing</u> 9:30–12:00 <u>ABE/ESOL/HiSET Information</u> (by appt. only) <u>Career Center Seminar</u> 2:00–4:00	<u>Interviewing Skills</u> 9:30–12:00 <u>Mass Rehab</u> (by appt. only) <u>Career Center Seminar</u> 2:00–4:00	



Anyone arriving more than five minutes late for a workshop will not be admitted.



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